



MISSISSIPPI FORESTRY COMMISSION

301 North Lamar Street, Suite 300 • Jackson, Mississippi 39201
Phone: (601) 359-1386 • Fax: (601) 359-1349 • www.mfc.state.ms.us

Mississippi Forestry Commission Travel Reimbursement Guidelines

The Mississippi Forestry Commission is in a position to sponsor limited travel to various meetings, conferences and seminars and to manage federal grants that also include travel. All travel must either be connected with forestry related activities of the USDA Forest Service or Southern Group of State Foresters, or under the federal travel grant of the USDA Forest Service. The following guidelines apply to members of the Southern Group of State Foresters (or designated representative).

Upon completion of travel, all completed forms and supporting documentation should be submitted to the Mississippi Forestry Commission for reimbursement within ten days of completing travel.

Prior to meeting, conference or seminar, funds may be requested for airline tickets and registration fees by submitting a reimbursement request. The final travel reimbursement request submitted within ten days from the date of the workshop must include all receipts and tickets, supporting documentation, justification for unusual expenses and the appropriate forms. Payments processed prior to any meeting, conference or seminar are the responsibility of the traveler until final reimbursement has been completed and submitted to the Mississippi Forestry Commission.

The following guidelines apply to all persons who travel and are eligible for Southern Group of State Forester's reimbursement:

- **Meals:** Meals and incidental expenses (M&IE) will be reimbursed based on the rate shown in federal travel regulations for a particular area while in travel status. The first and last day of travel are reimbursed at three fourths of the daily rate. Receipts are not necessary.
- **Lodging:** The Federal Register will determine lodging rates. Unless the Mississippi Forestry Commission is provided information stating a conference rate, for actual cost of lodging to be reimbursed, the "Justification for Actual Subsistence" is required. This information is to be submitted with the non-federal travel authorization request.
- **Airlines:** An airline ticket copy must accompany the reimbursement form. Mississippi Forestry Commission strongly encourages the purchase of the most economical ticket. Refundable or non-refundable airline tickets are allowed and encouraged in seeking the lowest airfare available. Reimbursement requests may be submitted prior to a meeting, conference or seminar for non-refundable airline tickets. If a travel is reimbursed for a non-refundable airline ticket prior to any meeting and fails to attend the traveler is held liable and will be required to reimburse the Mississippi Forestry Commission for these funds.
- **Telephone:** Mississippi Forestry Commission will reimburse for business related calls. Personal calls are NOT reimbursable.

- **Taxi and Ground Transportation:** The cost of taxi and ground transportation may be reimbursed. Taxi and ground transportation reimbursement is limited to actual cost and needs to accomplish USDA Forest Service or Southern Group of State Foresters business. Receipts are required.
- **Car Rental:** Unless prior approval has been given car rental is not allowed except for a bonafide emergency. Emergency situation should be noted on the reimbursement form and a written justification is required in any situation.
- **Privately Owned Vehicle:** Use of personal vehicle for direct round-trip travel may be reimbursed at the rate of 55 cents per mile if justification is provided along with the non-federal travel authorization form and approved by the Mississippi Forestry Commission. The rate of reimbursement when you use your POV for Government business is dependent upon the availability of GOV. The rates are effective January 1, 2009.
 - When it has been determined by the approving official that the use of a POV is advantageous to the Government or when there are no GOV available for the rate of 55 cents per mile.
 - When it has been determined by the approving official that the use of a GOV is advantageous to the Government, it is available and you are neither personally assigned a GOV nor committed to the use of a GOV, and you use a POV as a matter of personal preference the rate is 28.5 cents per mile.
 - When it has been determined by the approving official that the use of a GOV is advantageous to the Government, you are either personally assigned a GOV or you would not normally be allowed the use of a POV (i.e., a number of GOV are assigned to your office and if available, their use is mandatory) and you use a POV as a matter of personal preference the rate is 12.5 cents per mile.

Reimbursement is limited to actual needs to accomplish USDA Forest Service and Southern Group of State Forester business. Include exact mileage on voucher. Mileage reimbursement with in route lodging cannot exceed the rate for economical airfare.

- **Registration Fees:** Registration fees for approved meetings will be reimbursed with a receipt and copy of registration form.
- **Other Expenses:** Other expenses such as parking charges may be reimbursed with a receipt and statement explaining expense.

Original Travel Reimbursements are to be mail to:

Lacie Wilkerson
Mississippi Forestry Commission
301 North Lamar Street, Suite 300
Jackson, Mississippi 39201